

In order to ensure the process of evaluations and payment of evaluations is consistent, the following process will be put into place, effective as of September 1, 2016.

1. Candidates must register with Synchro Alberta in order to be evaluated.
  - “Course Challenge” or “Evaluation Registration” forms are available on the Synchro Alberta website: [www.synchroalberta.com](http://www.synchroalberta.com) > NCCP Training and Certification.
  - A registration fee of \$50 must be included with the registration form.
  - Cheques are payable to Synchro Alberta.
  - Credit card payments will be assessed a 4% administration fee.
2. Synchro Alberta will assign you an evaluator or evaluators. The evaluator(s) will coordinate your deck evaluations and receipt of your portfolio.
  - Candidates and evaluators will agree on dates, format and time frames for the evaluations.
  - Candidates who are in locations where there is no local evaluator may submit their practice and/or performance evaluation via video format subject to the evaluator.
3. Payments for Outcomes:
  - Candidates will pay the evaluator directly prior to the start of each evaluation. Synchro Instructor Evaluations are \$20 each, Competition Introduction Evaluations are \$50 each.
  - Payments will be made by e-transfers. If the candidate is unable to do an e-transfer a cheque or cash will be accepted. The coach will be responsible for an NSF charges incurred by the evaluator.
  - Evaluations **must** be completed within four weeks of payment.
    - If an evaluator does not complete the evaluation within the four weeks, the evaluator will be fined \$25 payable to Synchro Alberta and the evaluator will be removed from that evaluation. The evaluator will be required to refund the candidate’s fee for the missed evaluation. If the evaluator has other pending evaluations with the same coach, the coach can choose to remain with this evaluator or be assigned another evaluator for the remaining evaluations.
    - If the coach does not complete the evaluation within the four-week timeline, the evaluator will inform Synchro Alberta that the evaluation deadline was not met for completion. The evaluator assigned may set up another date with the coach however, the coach will be required to pay an additional fee for the new evaluation date. If the evaluator does not continue, Synchro Alberta will find a new evaluator for the coach as per the process.
  - Candidates are responsible for all expenses incurred for their evaluations. This includes but is not limited to postage to and from the evaluation, travel expenses (mileage, accommodation, per diems, as applicable) for practice and/or competition evaluations.
4. The evaluator will submit a *Course Completion* report to Synchro Alberta which will include the grades for each outcome, once outcomes are completed to the evaluator’s satisfaction.
5. Synchro Alberta will submit and update coach’s information to the Coaching Association of Canada (CAC) database.

*Note: The Made Ethical Decisions (MED) evaluation grade is required for #7 in the portfolio (Introduction). The evaluator is not responsible for the completion of this component. The CAC will only certify the candidate if all components are completed.*

Synchro Alberta reserves the right to withhold registration with the CAC for candidates who do not follow this process.

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